

# VACANCY NOTICE

CS-376  
REV(8/08)

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

Description of Position	TITLE OF POSITION:	Clinical Training Specialist	CLASSIFICATION CODE:	02820500						
	SALARY RANGE:	Gr. A30/\$57004 - \$64529	REFERENCE POSITION NO.:	1256-50100-TBA						
	Department or Agency Name	Human Services	APPLICATION PERIOD:	9/22/10 to 9/28/10						
	Division/Section/Unit	Mgmt Svs./Staff Development	GRACE PERIOD:	10/1/2010						
	Assignment(s) / Comments	Please apply by resume only								
	Shift and Days:	8:30 - 4:00 NS / Monday - Friday	Job Location:	206 Elmwood Avenue, Providence						
	Restrictions/Limitations:	Limited to 9/30/2011								
	Position Covered By Collective Bargaining Union Agreement	Yes <input checked="" type="checkbox"/> X	No <input type="checkbox"/>							
	Name of Bargaining Unit Union:	RIASSE, Local 580								
	There is* <input type="checkbox"/> is not <input checked="" type="checkbox"/> X a Civil Service List for this position	See A/B or Both for Specific Instructions								
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.										
General Information to Candidate	<b>INSTRUCTIONS:</b> <b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.  <b>Most Important</b> - Please include the following information: <table border="0"> <tr> <td>• The title of the position for which you are applying</td> <td>• Name of department where you are currently employed</td> </tr> <tr> <td>• Title of your present position and date you entered it</td> <td>• Your business telephone number</td> </tr> <tr> <td>• Date you entered State service</td> <td>• Present Union Affiliations</td> </tr> </table>				• The title of the position for which you are applying	• Name of department where you are currently employed	• Title of your present position and date you entered it	• Your business telephone number	• Date you entered State service	• Present Union Affiliations
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	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b> <b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b> If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.									
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS</b> <b>• Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.									
	<b>• Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).									
	<div style="border: 1px solid black; padding: 5px; text-align: center;"> <b>E-VERIFY PROGRAM EMPLOYER</b> </div>									
Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>  Please refer to attachment.									
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b> (A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.) <b>Education:</b> Possession of a Master's Degree in a human service field such as Social Work, Psychology, or in a closely related major; and <b>Experience:</b> Employment in a state or private agency providing training of a clinical nature, and the provision of direct clinical services to clients. <b>Or,</b> any combination of education and experience that shall be substantially equivalent to the above education and experience.									
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>PLEASE SEND RESUME to:</b>  Ann DeBonis OHHS Human Resources Service Center Benjamin Rush Building, #55 600 New London Avenue Cranston, RI 02920									



**STATE OF RHODE ISLAND IS AN EQUAL OPPORTUNITY/DIVERSITY EMPLOYER**

**Department of Human Services**  
**Division of Management Services**  
**Staff Development Office**

**Clinical Training Specialist**  
**Position: 1256-50100-TBA**

**Duties and Responsibilities:**

Duties and responsibilities include planning and delivering comprehensive in-service employee training focused on SNAP for the Department of Human Services; determining training needs and coordinating the in-service training to address those needs; making periodic evaluations of Department programs relative to determining training needs either independently or in consultation with field personnel or policy and program specialists; preparing and procuring training materials such as manuals, tests, charts, tools or data for specific training programs or projects; developing training methods and techniques for implementation of new Departmental programs; scheduling Departmental training activities; conducting training sessions or arranging for subject matter specialists to conduct training sessions; planning and organizing course content for specialized agency needs in cooperation with appropriate subject matter specialists; evaluating, independently or with the assistance of field managers, the effectiveness of in-service training programs in improving employee work performance; preparing announcements containing information of proposed training programs and disseminating to all appropriate employees; and all other related duties as required. Trainings may be conducted in the Staff Development Unit training facility or other offices/venues throughout the state. And other related duties as required.